



Rebecca Rahn
Tax Receiver

TOWN OF EAST HAMPTON

TAX RECEIVER'S OFFICE
300 Pantigo Place, Suite 106
East Hampton, New York 11937

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2015/2016- IMPORTANT INFORMATION FROM THE TAX RECEIVER'S OFFICE

WE NO LONGER HAVE A PO BOX- SEND ALL CORRESPONDENCE TO 300 PANTIGO PLACE SUITE 106, EAST HAMPTON NY 11937

RESPONSIBILITY OF PROPERTY OWNER: The tax laws in Suffolk County state that payment of taxes on a timely basis is the responsibility of the property owner **EVEN IF A TAX BILL HAS NOT BEEN RECEIVED.** The property owner will be liable for all penalties and interest on late payments. As tax bills are sent out in December, any person who purchases property in Suffolk County during the following year should determine if the second-half tax is paid.

Payment Information for 2015 – 2016: Taxes are payable by cash, checks (payable to "Receiver of Taxes") drawn on a U.S. bank, money order valid in U.S. banking system and subject to collection, or credit card payments (by phone or online). Transactions returned by your bank for any reason will cancel your tax payment and incur penalties and interest fees if applicable. Returned checks will incur a \$20.00 NSF fee. Partial Payments of \$200.00 will be accepted during the collection period. After January 10, interest will be applied toward the unpaid balance.

In person: Taxes may be paid at the following locations during their regular business hours. When paying in person, please bring your entire bill and it will be receipted.

December 15th - May 31st **Office of the Tax Receiver CHECK, MONEY ORDER, CASH OR CREDIT CARD PAYMENTS ACCEPTED**
300 Pantigo Place, Suite 106, East Hampton 9am – 4pm

December 15th – January 10th and May 1st – May 31st **CHECK OR MONEY ORDER ONLY- NO CASH OR CREDIT CARD**
Montauk Playhouse **Bridgehampton National Bank**
240 Edgemere Street, Montauk 9am- 4pm Montauk and East Hampton Branches only

By Mail: Please send only the stub portion of the bill with your payment and *write your phone number on the stub*. The mailing address for all payments and correspondence is: **Office of the Tax Receiver, 300 Pantigo Place, Suite 106, East Hampton, NY 11937**

Online Services (Credit Card and E Check Payments): Payments can be made online by credit card or e-check by visiting the Tax Receiver webpage at www.ehamptonny.gov and clicking on the Make a Payment link. There will be an additional processing fee of 2.39% for credit card payments and \$1.00 for E-Check payments. Credit card payments are also accepted at the Tax Receiver's Office located at 300 Pantigo Place Ste106.

Receipts: If a receipt is desired, taxpayers are requested to submit the **ENTIRE BILL** each time a payment is made. Payment will be receipted by this office on the bottom of the bill and returned to you. Effective December 1, 1994, your only receipt will be your cancelled check or your stamped tax bill.

Mortgages: Most mortgages include an escrow account for payment of taxes. If a property owner satisfies your mortgage in mid-year, **the property owner should check with the Tax Receiver to determine if the TOTAL TAX was paid by the BANK.** The bank will not necessarily forward a tax bill to the property owner after a mortgage has been satisfied. The owner will be liable for penalty and interest on a late payment even if the bank did not forward a bill.

Tax Exemptions: Please contact the East Hampton Assessor's Office at (631) 324-4187 for information pertaining to requirements, applications and deadlines.

Tax Arrears: If the word "ARREARS" appears anywhere on your tax bill it means that back taxes may be owed OR you may not have been properly credited for payments made. Please contact the Suffolk County Treasurer's Office at 631-852-3000.

NEW TAX RECEIVER WEBSITE

1. GO TO TOWN OF EAST HAMPTON WEBSITE www.ehamptonny.gov
2. CLICK ON PAY YOUR PROPERTY TAX BILL ON HOMEPAGE OR GO TO TAX RECEIVER PAGE AND CLICK ON LINK THERE.
3. YOU WILL BE REDIRECTED TO THE NEW ONLINE PAYMENT/INFORMATIONAL WEBSITE
4. YOU WILL BE ASKED TO **CREATE A NEW USER ACCOUNT.** YOU WILL NEED ONE THE FOLLOWING:
 - i. PROPERTY ADDRESS AND OWNER NAME
 - ii. TAX MAP NUMBER AND OWNER NAME
(ALL THE ABOVE INFORMATION IS LISTED ON YOUR TAX BILL. PLEASE ENTER THE OWNER NAME AS IT APPEARS ON YOUR BILL)
5. IF YOU HAVE TROUBLE CREATING YOUR ACCOUNT PLEASE CONTACT BECKY RAHN AT rrahn@ehamptonny.gov
6. ONCE YOU HAVE CREATED YOUR ACCOUNT, YOU CAN USE THE ONLINE SERVICES TO VIEW PROPERTY INFORMATION OR PAY YOUR BILL ONLINE